

Message Text

PAGE 01 STATE 135954

60

ORIGIN SS-15

INFO OCT-01 EA-11 ADP-00 SY-10 CPR-02 OC-06 CCO-00 SSO-00

RSC-01 /046 R

DRAFTED BY S/S-EX:RMMILLER:JFP

7/10/73 EXT. 20982

APPROVED BY S/S-EX:RMMILLER

S:LBREMER,III

EA/K - DLRANARD

S/S:MR. ELIOT

S/S-S:SCHERMANHORN

DESIRED DISTRIBUTION

S/S, EA, A/SY, S/CPR

----- 057834

O 112329Z JUL 73

FM SECSTATE WASHDC

TO AMEMBASSY SEOUL IMMEDIATE

C O N F I D E N T I A L STATE 135954

E.O. 11652 : GDS

TAGS: OVIP, OCON, KS

SUBJECT: SECVISIT SEOUL - ADMINISTRATIVE ARRANGEMENTS

1. PARTICIPATION

SECRETARY'S PARTY ARRIVING JULY 18 ABOARD SPECIAL MILITARY AIRCRAFT WILL CONSIST OF AN ESTIMATED FORTY PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL NECESSARY SHOTS. ASSIGN EMBOFF TO RECEIVE PASSPORTS FROM TRIP

CONFIDENTIAL

CONFIDENTIAL

PAGE 02 STATE 135954

SUPPORT OFFICER AND HANDLE ENTRY/EXIT FORMALITIES. ADVISE DEPT. WHEN WAIVERS ARE GRANTED.

3. SECURITY

A SPECIAL AGENT FROM THE OFFICE OF SECURITY (SY/I/PSB) WHO WILL BE RESPONSIBLE FOR ALL SECURITY ASPECTS OF THE SECRETARY'S VISIT WILL ARRIVE AT POST THREE TO FIVE DAYS BEFORE DETAILED ADVANCE SECURITY INSTRUCTIONS WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

4. ACCOMMODATIONS

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL, IF POSSIBLE.

A. PRESENT REQUIREMENTS ARE 3 SUITES, 4 DOUBLES, AND 35 SINGLES. SUITES ARE FOR SECRETARY ROGERS, SECRETARY DENT AND BRAY. ONE OF DOUBLES WILL SERVE AS THE SECURITY CONTROL ROOM WHICH MUST BE ADJACENT TO THE SECRETARY'S SUITE. THE SECOND DOUBLE WILL SERVE AS A HOLDING ROOM FOR THE SECRETARY AND SHOULD BE LOCATED CLOSE TO THE SECRETARY'S SUITE. THE BEDS SHOULD BE REMOVED FROM THIS ROOM WHICH SHOULD BE SET UP AS A SITTING ROOM. THE THIRD DOUBLE WILL SERVE AS THE VISITORS' CONTROL ROOM (SEE PARA. 8), WHICH SHOULD NOT BE CLOSE TO SECRETARY'S SUITE. THE FOURTH DOUBLE WILL SERVE AS OFFICE FOR PERSONAL ASSISTANT. REMOVE BEDS AND SET UP WITH THREE DESKS, PHONES, ADEQUATE LIGHTING AND TWO WORKING IBM EXECUTIVE ELECTRIC PROPORTIONAL TYPEWRITERS, IF AVAILABLE, OR TWO OTHER IBM TYPEWRITERS IF NOT.

B. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS PERSONAL ASSISTANT'S TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE PERSONAL ASSISTANT TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S CONFIDENTIAL
CONFIDENTIAL

PAGE 03 STATE 135954

SUITE. ACCORDINGLY, THE SECRETARY'S PERSONAL ASSISTANT'S ROOM MUST BE LOCATED ADJOINING SECRETARY'S SUITE WITH HER OFFICE NEXT TO THAT AND WITH SPECIAL ASSISTANT'S ROOM NEARBY.

C. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT (S/S-EX) AS SOON AS POSSIBLE.

D. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

E. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

F. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS, INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM IN ORDER.

5. GROUND TRANSPORTATION

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

(2) ONE VEHICLE FOR SECRETARY'S SPECIAL ASSISTANT AND PERSONAL ASSISTANT;

(3) ONE VEHICLE FOR S/S SECRETARIAT STAFF;

(4) TWO VEHICLES FOR SY AGENTS.

OTHER THAN SECRETARY'S LIMOUSINE, ABOVE VEHICLES WILL BE AVAILABLE FOR OTHER USES AS RELEASED BY THOSE TO WHOM ASSIGNED, AND ALSO, OF COURSE, FOR ADDITIONAL TRANSPORTA-
CONFIDENTIAL
CONFIDENTIAL

PAGE 04 STATE 135954

TION OF OTHERS TO AND FROM AIRPORT.

B. TRIP SUPPORT OFFICER WILL REMAIN AT AIRPORT UNTIL ALL ADMINISTRATIVE ARRANGEMENTS HAVE BEEN COMPLETED. WOULD BE HELPFUL IF SEPARATE TRANSPORTATION TO TOWN COULD BE PROVIDED.

C. WILL HOST GOVERNMENT PROVIDE ANY LOCAL TRANSPORTATION? IF SO, WHAT?

D. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

E. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR

(1) AIRPORT TO HOTEL;

(2) AIRPORT TO RESIDENCE;

(3) AIRPORT TO EMBASSY;

(4) HOTEL TO RESIDENCE;

(5) HOTEL TO EMBASSY;

(6) HOTEL TO FOREIGN MINISTRY;

(7) RESIDENCE TO EMBASSY;

(8) RESIDENCE TO FOREIGN MINISTRY;

(9) EMBASSY TO FOREIGN MINISTRY;

(10) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENCE TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. BAGGAGE

A. SECRETARY'S BAGGAGE:

CONFIDENTIAL

CONFIDENTIAL

PAGE 05 STATE 135954

SEE SEPTTEL RE SPECIAL SECURITY REQUIREMENTS.

B. OTHER BAGGAGE:

(1) A LARGE ENCLOSED OR COVERED TRUCK SHOULD BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR SUIT BAGS IF POSSIBLE.

(2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION PRIOR TO DEPARTURE OF PARTY. (UPON ARRIVAL BAGGAGE MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN, LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL ACCOMPANY THEIR LUGGAGE TO COLLECTION POINT UPON DEPARTURE.)

7. COMMUNICATIONS

A. S/S REQUIREMENTS DISCUSSED SEPTTEL.

B. POST WILL BE EXPECTED TO PROVIDE 24 HOUR COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

C. CAN USIS INFORMALLY ARRANGE FOR LOCAL NEWS SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS SERVICE.

8. CONTROL ROOMS AND SECRETARIAT

A. SECRETARIAT OFFICE: SEE SEPTTEL.

B. SECURITY CONTROL ROOM: SEE PARA. 4B ABOVE.

C. PERSONAL ASSISTANT'S OFFICE: SEE PARA 4B ABOVE.

D. VISITORS' CONTROL ROOM IN HOTEL - BEDROOM FURNITURE
SHOULD BE REMOVED IF POSSIBLE OR ROOM REARRANGED SO THAT
CONFIDENTIAL
CONFIDENTIAL

PAGE 06 STATE 135954

THE FOLLOWING MAY BE ACCOMPLISHED:

(1) DESK SPACE, ETC., FOR ACCOMMODATION EXCHANGE FOR
THE DURATION OF THE VISIT (PRE-PACKAGED MONEY IS RECOM-
MENDED). EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE
PARTY AND A FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN
BE HANDLED BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM.

(2) LAY OUT SUPPLY OF MAPS, BOOKLETS, AND INFORMATION
SHEETS (ONLY ONE SUBJECT PER SHEET) ON LAUNDRY AND DRY
CLEANING FACILITIES, HAIR DRESSER FACILITIES, RESTAURANTS,
PLACES OF INTEREST (MUSEUMS, ART GALLERIES, ETC.), CONVER-
SION CHARTS (U.S. DOLLARS VIS-A-VIS LOCAL CURRENCY),
MEDICAL FACILITIES, HEALTH PRECAUTIONS, EXPLANATION OF
MOTOR POOL OPERATION (NOTE: THIS INFORMATION SHEET IS THE
ONLY ONE TO BE PLACED IN ROOM OF EACH MEMBER OF THE
PARTY), PLACES OF ENTERTAINMENT, LIST OF DO'S AND DON'TS,
ROOM ASSIGNMENT LISTS, TELEPHONE LISTING OF KEY PERSONNEL.
NOTE: PREPARATION OF THIS MATERIAL FROM SCRATCH BY THE
EMBASSY SHOULD NOT BE GIVEN UNDULY HIGH PRIORITY. USE
FREE BROCHURES ISSUED BY HOST COUNTRY TOURIST OFFICE,
CURRENCY CONVERSION TABLES (PARTICULARLY IF THEY ARE
AVAILABLE FROM A LOCAL BANK) AND CITY MAPS (ISSUED BY
TOURIST OFFICE), ETC. INDIVIDUAL WELCOME OR INFORMATION
KITS FOR PARTY ARE NOT REQUIRED IN EACH HOTEL ROOM.

(3) CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD BE
AVAILABLE FOR SALE.

(4) FOREIGN SERVICE LOCALS CAN AND SHOULD ASSIST IN
THE OPERATION OF THE CONTROL ROOM.

(5) IN ADDITION TO A DESK FOR A PERSON HANDLING
ACCOMMODATION EXCHANGE, THERE SHOULD BE A DESK FOR THE
CONTROL ROOM OFFICER AND ONE ELECTRIC AND ONE MANUAL
TYPEWRITER IN GOOD WORKING ORDER SHOULD BE AVAILABLE FOR
USE. A LARGE BULLETIN BOARD EITHER WALL MOUNTED OR ON AN
EASEL SHOULD BE AVAILABLE FOR POSTING NOTICES, INFORMA-
TION, ETC., FOR THE PARTY.

(6) BAR FACILITIES ARE NOT TO BE PROVIDED IN THIS
CONFIDENTIAL
CONFIDENTIAL

PAGE 07 STATE 135954

ROOM.

(7) ACCESS TO THIS ROOM IS NOT TO BE CONTROLLED BY
MSGs AS THERE WILL BE NO OPEN STORAGE OF CLASSIFIED
MATERIAL. HOWEVER, AT LEAST ONE AMERICAN IS TO BE IN THE
CONTROL ROOM THROUGHOUT VISIT SINCE TEMPORARY SAFEKEEPING
OF CLASSIFIED BRIEFCASES MAY BE NECESSARY.

9. FUNDING

A. TRIP SUPPORT OFFICER WILL PAY FOLLOWING:

(1) ALL HOTEL AND INCIDENTAL COSTS FOR SECRETARY.

(2) CONTROL ROOM RENT PLUS MEAL COSTS OF MSGs OR
LOCAL EMPLOYEES WORKING SHIFTS OF 8 HOURS OR LONGER.

(3) ANY REPRESENTATION FUNCTIONS HOSTED BY SECRETARY,
INCLUDING WREATHS FOR CEREMONIES.

B. REGIONAL BUREAU WILL ISSUE ORDERS AND FUND ANY COSTS
FOR TDY EMPLOYEES DETAILED TO POST TO SUPPORT VISIT.

C. POST WILL FUND ALL OVERTIME COSTS (AMERICAN AND
LOCAL), PRINTING, RENTALS, SUPPLIES, VEHICLE RENTALS OR
OTHER RELATED EXPENSES.

D. ALL MEMBERS OF PARTY EXCEPT SECRETARY WILL PERSONALLY
PAY FOR HOTEL ROOM CHARGES, MEALS, LAUNDRY, ETC.

E. PARTY WILL NOT PAY MEAL COSTS FOR AMERICAN EMPLOYEES
WORKING IN CONTROL ROOM NOR FOR COFFEE, ICE, SOFT DRINKS,
ETC., ORDERED BY CONTROL ROOM PERSONNEL.

F. PRESS (IF ANY) WILL PAY THEIR OWN BILLS.

10. GIFTS

WE DO NOT PLAN TO EXCHANGE GIFTS UNLESS HOST GOVERNMENT SO
DESIRES. ADVISE SOONEST ON THIS ITEM.

11. ESCORT OFFICERS

CONFIDENTIAL
CONFIDENTIAL

PAGE 08 STATE 135954

ASSUME EMBASSY ASSIGNING ESCORT OFFICERS TO EACH PRINCIPAL
AND EACH PRINCIPAL'S WIFE. PLEASE PROVIDE NAMES.

12. MISCELLANEOUS

A. ADVISE OF ANY LOCAL HOLIDAYS, WORKING CONDITIONS OR SPECIAL SITUATION (I.E., STRIKES, CURTAILMENT OF SERVICES, ETC.) THAT MIGHT AFFECT THE VISIT.

B. ADVISE OF ANY SPECIAL PRECAUTIONS YOU DEEM NECESSARY CONCERNING POTABILITY OF WATER. EXCEPTING BOTTLED WATER AND POTABLE ICE, NO REPEAT NO BEVERAGES ARE TO BE PLACED IN ROOMS OF MEMBERS OF THE SECRETARY'S PARTY. ALSO NO FLOWERS.

C. ADVISE LOCAL ELECTRIC CURRENT CHARACTERISTICS (VOLTAGE AND CYCLES).

D. PLEASE FURNISH ANTICIPATED LOCAL WEATHER CONDITIONS, INCLUDING AVERAGE HIGH AND LOW TEMPERATURES, SO THAT MEMBERS OF PARTY CAN BE GUIDED ACCORDINGLY WHEN ARRANGING CLOTHING FOR THE TRIP.

13. DEPARTMENT CONTACTS FOR VISIT

TRIP SUPPORT OFFICER - ROBERT M. MILLER, EXT. 20982
(WILL BE MEMBER OF PARTY).

TRIP PROJECT OFFICER (DEPARTMENT ADMINISTRATIVE
SUPPORT) - KAREN D. JENKINS, EXT. 22426.

ADVISE SOONEST NAME OF EMBASSY CONTROL OFFICER(S) AND
HOME TELEPHONE NUMBER(S). ROGERS

CONFIDENTIAL

<< END OF DOCUMENT >>

Message Attributes

Automatic Decaptioning: X
Capture Date: 10 MAY 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 11 JUL 1973
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: worrelsw
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1973STATE135954
Document Source: ADS
Document Unique ID: 00
Drafter: S/S-EX:RMMILLER:JFP
Enclosure: n/a
Executive Order: 11652 GDS S
Errors: n/a
Film Number: n/a
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1973/newtext/t19730768/abqcemui.tel
Line Count: 358
Locator: TEXT ON-LINE
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 7
Previous Channel Indicators:
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: worrelsw
Review Comment: n/a
Review Content Flags:
Review Date: 26 NOV 2001
Review Event:
Review Exemptions: n/a
Review History: RELEASED <26-Nov-2001 by shawdg>; APPROVED <27 FEB 2002 by worrelsw>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status:
Subject: SECVISIT SEOUL - ADMINISTRATIVE ARRANGEMENTS
TAGS: OVIP, OCON, KS
To: SEOUL
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005